



# **TENNESSEE BUREAU OF INVESTIGATION**

## *Forensic Services Division*

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### **Forensic Imaging Standard Operating Procedures**

#### **Forensic Imaging Administration**

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## **1. Forensic Imaging Section Administration**

### **1.1. Overview**

The Forensic Imaging Section is a unit within the Latent Print Unit of the Tennessee Bureau of Investigation. The responsibilities of this unit include imaging, storing, and enhancing latent prints by using known photographic techniques.

Enhancement may be defined as the improvement of the clarity and quality of a digital image and the preparation of the image for additional forensic analysis. Enhancement includes but is not limited to adjustments in color, contrast, levels, brightness and sharpness of the image. Other adjustments may be made such as color reversal, direction reversal, and sizing adjustments to facilitate analysis of the image. Additional images of latent prints, such as photographs or latent lifts may be scanned into the forensic imaging section and enhanced as described above. The original image, as well as any additional enhancements of that image, are stored and archived digitally. The computer hardware and peripherals should be capable of storing, processing and displaying uncompressed data. Examples of the software include Adobe Photoshop and various other proprietary viewing, scanning and printing software.

### **1.2. Forensic Imaging Specialist Qualifications**

1.2.1. Forensic Imaging Specialist must successfully complete the Latent Print Forensic Imaging Specialist Training Program before being considered competent to process casework. This includes Forensic Scientists trained in the Forensic Imaging Section. For the purpose of this document, trained individuals will be referred to as Forensic Imaging Specialist.

1.2.1.1. The training program will be documented on the "Latent Print Forensic Imaging Specialist Training Checklist" form. This form can be found in the Appendix section of this manual.

### **1.3. Request for Imaging and Enhancement**

1.3.1. Transfer of evidence to the Forensic Imaging Specialist will be completed through the Laboratory Information Management System (LIMS) and documented by the electronic chain of custody.



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1.3.1.1. Any evidence for documentation or enhancement will be transferred directly from the Forensic Scientist to the Forensic Imaging Specialist or through the "AFIS/Verification/Digital Imaging Storage" location. This evidence transfer will be documented in LIMS and is reflected in the electronic chain of custody.

1.3.1.2. An image recorded by a Latent Print Examiner or a Forensic Imaging Specialist on storage media such as compact flash (CF) or secure digital (SD) card does not need to be entered into the LIMS system as the storage media is not considered evidence.

1.3.1.3. The Forensic Imaging Specialist is responsible for maintaining the security and integrity of unattended evidence while it is in their custody.

1.3.2. Requests for enhancement or documentation of images shall be made via the "Forensic Imaging Request" form. This form can be found in the Appendix section of this manual.

#### **1.3.3. Completion of Cases and Return of Evidence**

Once completed, any evidence for documentation or enhancement will be transferred directly from the Forensic Imaging Specialist to the Forensic Scientist or through the "AFIS/Verification/Digital Imaging Storage" location. This evidence transfer will also be documented in LIMS and be reflected in the electronic chain of custody.

#### **1.4. Contents of Information on Labels and Printouts**

1.4.1. Each printed image or set of images must include at a minimum, the unique TBI laboratory number and the unique original file number.

1.4.2. The Forensic Imaging Specialist will initial beside the unique TBI Laboratory number and unique original file number.

1.4.3. For contact sheets, the Forensic Imaging Specialist will initial each sheet.

#### **1.5. Monitor Calibration Check**



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The monitor used in the enhancement of images shall have a monitor calibration performed at a minimum every 6 months to verify that it is working properly. The Forensic Imaging Specialist will be responsible for maintaining the "Monitor Calibration Check" log of this calibration check. This form can be found in the Appendix section of this manual.

#### **1.6. References**

Monitor calibration with Spyder2pro – see online support files at <http://spyder.datacolor.com/consumer-support/> as no printed manual is available for this current version